Maine Emergency Management Agency Fiscal Year 2011 Homeland Security Grant Program Grant Checklist

October 2011

The following guidance is provided to assist you in your HSGP grant submission.

Your application will be denied if:
☐ Signatures by elected officials are missing
☐ Authorization by County EMA regarding non-elected official signature
□ Applicant is not NIMS Compliant
☐ Quotes for services or equipment are missing
☐ The project or training HAS ALREADY BEEN COMPLETED
☐ The application is for building construction funds
☐ The application clearly appears to be budget supplanting
Requirements
☐ Schools/RSU must include NIMS compliance letter or the application will be denied
☐ Only one letter of support per jurisdiction involved in the project.
☐ RRT Hazmat Training & Exercise grants must clearly indicate why the current funds allocated to this initiative are not sufficient to meet the entity's needs
☐ Use Spellcheck and proof read for grammar and clarity
☐ The grant package must clearly detail the intent of the funds being requested.
Supplanting is NOT ALLOWED
Supplanting occurs when federal funds are used to replace local/county/state funds that are already in an approved budget

County Directors will submit their top 10 grant applications to MEMA for consideration